

INTRODUCTION

I. PURPOSE OF MANUAL

This Policies and Procedures Manual sets forth the guiding principles, as well as the rules and regulations, to be followed by the Institutional Graduate Medical Education Committee in administering the Postgraduate Programs at Saint Peter's University Hospital. Among the subjects included are:

1. The rights and obligations of those parties responsible for Postgraduate Programs at SPUH.
2. The policies and procedures that apply to participants in the Postgraduate Programs at SPUH.
3. The operational and administrative aspects of the Postgraduate Programs available at SPUH.

II. USE OF CERTAIN TERMS

- A. ACGME: Accreditation Council for Graduate Medical Education
- B. Affiliated Institution: any health care or education institution to or from which a house officer rotates in addition to his or her training at SPUH.
- C. Affiliated Resident: a house officer who, in addition to his or her training at SPUH, rotates to and from an Affiliated Institution.
- D. Affiliation Agreement: the contractual arrangement between SPUH and an Affiliated Institution that governs the operation and administration of a particular Postgraduate Program.
- E. Associate Dean: Member of the IGMEC who oversees all of SPUH's Medical Education Programs.
- F. GME Office: SPUH's Office of Medical Education
- G. House officer: an individual who is recognized as a doctor of medicine or osteopathy, is in the first postgraduate year or beyond and has been accepted into a Postgraduate Program.
- H. House staff: all of the house officers participating in Postgraduate Programs sponsored by SPUH.
- I. House Staff Agreement: agreement between SPUH and a house officer which governs the terms and conditions of the house officer's participation in a Postgraduate Program.

- J. IGMEC or the Committee: The Institutional Graduate Medical Education Committee of SPUH.
- K. Medical Staff: All medical doctors and doctors of osteopathy who are privileged to attend to patients at SPUH.
- L. NJBME: New Jersey State Board of Medical Examiners
- M. Postgraduate Program: graduate medical education program or course sponsored by SPUH and accredited by ACGME, or with which SPUH is affiliated in any fashion, that provides house officers with training under Board-certified physicians.
- N. Program Director: Member of the Medical Staff who is responsible for the operation and administration of a particular Postgraduate Program.
- O. Program Requirements: The institutional requirements and the program requirements of the specialties and subspecialties, as promulgated by the ACGME and its RRCs.
- P. RRC: Residency Review Committee of the ACGME
- Q. SPUH: Saint Peter's University Hospital, New Brunswick, New Jersey
- R. Teaching Staff: all full-time members of the Medical Staff and any other member of the Medical Staff who is deemed to have the capability of contributing to a Postgraduate Program by the Program Director.